

SENIOR HUMAN RESOURCES TECHNICIAN

DEFINITION

Under general supervision, performs a variety of complex technical human resource management work in various program areas; may provide lead direction to subordinate staff.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from Human Resources Records Supervisor.
Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

This class differs from Human Resources Technician in that incumbents of the latter perform less complex assignments and do not assume lead responsibilities.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Performs complex data entry and troubleshooting tasks related to the City's human resources management system.

Produces complex and detailed reports from the human resources management system in response to requests from City officials, managers, department directors and others; provides salary and historical information to labor relations to be used in negotiations.

Develops queries, assembles data and prepares reports and correspondence for department staff and others utilizing PeopleSoft, maintains a variety of records and files.

Operates human resource management and electronic fingerprint scanning systems; generates required reports; inputs data and updates to systems, as required.

Enters applications and processes examinations via an automated applicant tracking system; reviews data for accuracy.

Assists in the design, development, preparation, and administration of employment tests.

Assists in the administration of various phases of the examination process.

Organizes and schedules test times, sites, proctors and interview panels.

Proctors written, oral, performance and other types of tests.

Collects data from other agencies for salary and benefits comparisons; responds to requests for data from other agencies.

Assists in performing classification studies; may develop or edit job descriptions

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of :

City human resources management system.

Local government structure and procedure.

Terminology, methods, techniques, and practices of data collection, elementary statistics, report writing, and human resources administration.

Automated applicant tracking procedures.

Ability to :

Understand and, interpret, and apply rules, regulations, laws, and ordinances.

Communicate clearly, correctly, and concisely, in speech and writing.

Operate a personal computer.

Collect data and prepare reports and correspondence.

Interpret and edit written materials and to follow oral and written instructions.

Perform arithmetical and elementary statistical computations.

Establish and maintain positive working relationships with City management and staff, representatives of community organizations, state/local agencies and associations, and the public.

MINIMUM QUALIFICATIONS

Experience:

Four years of increasingly responsible clerical experience which includes at least two years in a comprehensive human resources system or two years of experience equivalent to that gained as a Human Resources Technician with the City of Fresno.

Education:

Satisfactory completion of accredited college or university course work in human resources, personnel, public, or business administration, or closely related field may be substituted for a maximum of two years of the required experience other than the comprehensive human resources experience, on the basis that fifteen semester units equals one year of experience.

Special Requirement:

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____

Director

DATE: _____